



IC Memorandum 14-32

To: KEHP Insurance Coordinators (ICs)
From: Department of Employee Insurance (DEI)
Re: How to Schedule a Biometric Screening to Fulfill LivingWell Promise
Date: December 17, 2014

The LivingWell Promise for 2015 requires planholders to complete either a HumanaVitality Health Assessment or a Vitality Check (biometric screening).

We need your help in providing the biometric screening option at your worksite and we've developed tools to assist you. You just need to follow these steps:

1. Contact your HumanaVitality rep (see the attached map) to set up a Vitality Check. Your rep will coordinate and set up the event at your location through either the local health department in your area, or a 3rd party vendor (such as Summit Health).
2. Provide your HumanaVitality rep the attached "Initial Information Form" attached. This form provides the necessary information regarding the location, estimated participation, times and date for event(s) so the rep can coordinate based on your needs.

Please contact your HumanaVitality rep soon – a 6-week lead time is required to schedule an onsite event.

